

SEPTEMBER 16-17, 2009

**FEDERAL REGULATIONS TASK FORCE
AGENDA
LINCOLN VR FIELD OFFICE
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LINCOLN, NEBRASKA
Phone: 402-471-3231**

Wednesday, September 16, 2009, 9 a.m. – 5 p.m.

1. IT Update

Dan

Office to office video conferencing capabilities – LifeSize is the platform we are going with. The CIO's office is also interested in LifeSize to update the capabilities they already have. As a result this will make for a delay as the CIO office's has other priorities. NP, Norfolk and GI have the slowest Internet connection and these connections have to be updated before the video conferencing will work at it's best. NP and GI update coming soon, Norfolk, the state has no idea when it will be updated.

Mobile Technology policy, working with CIO office to see whether we can use personal IT and once they decide that then our mobile tech policy will be distributed for comments.

Fax from desktop via an email message. Tibor has developed a tech note on how this will work and it will be available soon.

Text messages to consumer. Through iChat we can text messages as SMS messages but the recipient has to enable this feature on their cell phone.

When employee's leaves their email is forwarded to their supervisor and now that CIO is serving our email it was decided that it would only be forwarded for 2 months.

At state staff there will be a technology booth that will showcase some of the mobile technology that we are looking at as well as introducing Snow Leopard. After state staff we will start installing in the local offices. Once we go to Snow Leopard we can go back to Apple mail and we will also use iCal instead of Meeting Maker.

Also demonstrate the systems we have developed for QII, in-service, time/leave, and expense reimbursement.

2. YRTC Liaison

Jack

The State board approved last month hiring the YRTC staff person, cooperative with between HHS and Sped and VR. Hope to have a person hired in a month. The person would help students leaving YRTC in Kearney and Geneva to reconnect in their home communities. Most of the students leaving are from Lincoln and Omaha so that is where they will be focusing on. 2-3 year demonstration project.

3. Update on LB 403

Pat

We have to verify the work status on the employees we hired. We have already implemented the time line part, not the verification part. Amy Spellman will be doing training with our offices on correctly filling out the I-9. There is a 3-day period of time to complete the I-9 and send it in.

The Dept is modifying contract language to include the verification through e-verify. VR is modifying our service agreements and the dept modifying letter contracts, which will now require signature, after Oct 1.

Lawful presence to receive public benefits. Our services are considered public benefits. So beginning Oct 1 our consumers will have to prove their lawful presence in the US and Pat will be the "save" verification staff person. We have revised our application form that we will have to begin using October 1. Printing is several weeks behind so it's possible that the app will not be available Oct 1 so will have to print them off the web. Any application taken Oct 1 will have to use the new app and the verification will have to occur if the consumer is not a US citizen.

4. State Payments to Consumers/Staff using Debit Cards

Information on the debit card has been distributed. Consumers or staff who don't have direct deposit will get the debit card instead of a check. Just because you have one of those debit cards doesn't mean that money has been put on the check.

5. Frank's Retirement

Frank

Frank announced his retirement. Oct 23 will be his last day.

6. Marketing Plan

Two main focuses of marketing team – external and internal. The Marketing Team wants to create a library so that each team doesn't have to recreate documents for their presentations. Also to give a more unified look to our forms and publications. Also want to start QES up again, hopefully 2 publications a year, focusing on consumer stories. Sheri and Kelli are working on that. Want to start an internal newsletter, done quarterly.

7. Field Administrator meeting

Don

December 14-16 is the next Field Administrator meeting in KC, Joni Minor and Debra Jenkins will attend with Don

8. TR 2009 graduates

Jack

Will send out a report of those 2009 seniors remaining by team contact to each of the AA/OD's.

9. CAP report

Vicki

The CAP report was sent with the agenda.

10. Consumer Satisfaction Survey

King

The plan for 2010 continue the 3 surveys following the employment discussion, the plan and the job search strategy.

The SRC wanted us to develop a survey for consumers who achieved a successful employment outcome. King distributed the survey language. It will be done by the EW monitors during their first contact. The survey is in place now. It will only be done by the monitors for the consumers they can talk to, not by mail. Will be done during the 90 day follow up.

11. New Staff Training

Larry

Are there any changes or suggestions for the materials that are out there? Some of the worksheets seem to overlap on each other. The committee will work with the PD's to look at them.

12. Performance Evaluations

Margy

Distributed information from Joel regarding performance appraisals with comments to Joel or Margy by October 1.

13. Post Secondary

Cheryl

Explained the post secondary report that went out with the agenda.

Arvin piloted the post secondary form. They didn't have a lot of post secondary plans written since April. It was a good guide; there wasn't a case that wasn't approved because of using the form.

14. Training Opportunities

Mark

How do staff find out about training opportunities and how is it decided who goes?

Looking at developing a calendar where all the training opportunities are posted. Then who decides who goes to national training? No decision made. Mark will talk about this and decide how to make staff more aware of training opportunities.

15. Bridges Out of Poverty update

King

How do we proceed? King prepared information based on the evals of the training that will go to all staff. If there are teams who are interested in being a pilot for the Getting Ahead workshops must understand it is a major time commitment on the part of the whole team. The individuals involved in the workshops don't have to be VR consumers they could come from other agencies but then those other agencies' staff would also be involved. Some other agencies have expressed interest in participating and one of their staff could be a facilitator.

16. Core services and Role of Leadership Members

Mark

Prioritize core services and tell why those are most important.

We all need to have a shared vision. When he went around to the teams he didn't hear about the vision from any of the teams or AA/OD's.

Things to look at to simplify: Exceptions – only AA's, look at OD's being able to do exceptions.

17. Committee Reports

Janet, Jim, Don

Eval committee

- Offender re-entry scale form piloted by Jen Papproth,
- Transition form – Ryan is piloting
- Career scope – web based so it can be used on Mac or pc, piloting through Sept, should be available Oct 1 for everyone
- Jan gave the committee a tour of an OJE site at the Good Neighbor Center in Lincoln
- Keri is recommending that the PMT and Valpar 6 be given if they have a positive HELPS screen
- NCIS will be scheduling NCIS training in October and encourage new staff to attend as well as anyone who hasn't been for awhile
- Nebr Career Connections, we have made a donation to them and now our logo will be on the login screen. They haven't received enough money to proceed with development of the Adult side. The new batch codes should be available soon.
- Janet leaves it up to the team whether the eval info is on the Test Info Screen or Task Entry

Employment committee

- Workshop for placement staff last month, had 3 employers come, and Dave Arch of Sandler Sales presented on how to do sales calls.
- Looking at some of the language they use when working with employers

Counselor Committee

- Suggested that post secondary form be available even if it's not mandatory
- Want to figure out ways to involve placement staff earlier in the process
- Concerned that they couldn't close a case as a successful outcome if they can't reach the consumer personally in the last week or two. As a result a change in policy was made
- Dan discussed IT future directions
- Looking at making suggestions for IPE booklet revisions

Mark asked all committees post their minutes to VRIS.

18. Stimulus money

Mark

This week a press release will go out identifying who received stimulus money. There is still some stimulus money that hasn't been obligated yet so if you have some ideas talk to Mark.

Reporting requirements from RSA haven't be published yet, there is a webinar next week and so hope to know more then. Currently all we know is the 1512 reporting requirements which is pretty basic.

19. Team Case Reviews

Don

PD's were asked to come up with a recommendation after the last discussion:

- do the case reviews in the local office
- OD, team members and Don will participate in the review
- Don would be responsible for organizing the reviews
- First year the review would be a general case review
- The next year's reviews would be determined by the team
- After the review the team would decide on the action steps to address the issues discovered in the review which may bring in other PD's
- The OD and Don would be responsible for seeing that the action steps are followed through

- Another idea would be that when they review the cases they anonymously fill out the review sheets with either Don or the OD reading the reviews to everyone

20. Hiring procedures

Judy

Judy put this on the agenda before receiving the dept information on evaluations. It's been awhile since we looked at our hiring questions and how and who we hire. The Dept sent out information on the Talent Plus system the state is adopting which includes the application and interview process.

21. Allowing VR staff that has LMPH to diagnose?

If a VR staff person also has a LMPH should they be allowed to diagnose consumers in order to determine eligibility? In PD meeting this was discussed and a couple of issues were raised, one conflict of interest, ethic dilemma and the scope of a VR Specialist is not to diagnosis. VR staff with this certification will not be allowed to diagnose consumers.

22. Topics for teams in October

Electronic communication and what changes might be coming.

Update on ARRA funds

Staff who go to 3-4 people to get an answer on a specific question and get 3-4 different answers, who has final say?

With Frank's announcement of his retirement in October what changes are in store? Mark indicated that for now everything stays the same until he can determine what his next steps will be.